



City of  
**NEW HOLSTEIN**

2110 WASHINGTON STREET  
NEW HOLSTEIN, WI 53061-1045  
PHONE: 920-898-5766 • FAX: 920-898-5879  
www.ci.new-holstein.wi.us

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT FOR  
ONE AND TWO FAMILY DWELLINGS**

- 1 - Fill out an application provided by the City of New Holstein.
- 2 - Submit for review, two (2) legible and identical copies of plans showing plot plan, floor plans, and all elevations including foundation and footings.
- 3 - Include heat loss calculations, and the number and location of all plumbing fixtures.
- 4 - List all your sub-contractors. Plumbers **must** be Wisconsin certified.
- 5 - Be sure to check grade on sanitary sewer lateral.
- 6 - Sump Pump discharge **must** be connected to the storm sewer lateral where available.
- 7 - House number **must** be placed on building or home.

IF THE PLANS ARE ACCEPTABLE, THE PERMIT WILL BE ISSUED ALONG WITH A PINK COPY LISTING ANY DISCREPANCIES OR CONDITIONS OF APPROVAL. ONE SET OF PLANS WILL REMAIN ON FILE WITH THE CITY OF NEW HOLSTEIN.

WHEN CONSTRUCTION HAS STARTED, THE FOLLOWING INSPECTIONS **MUST** BE MADE. CALL CARY J. NATE, BUILDING INSPECTOR FOR THE CITY OF NEW HOLSTEIN, 920/754-4171 (HOME), OR 920/901-0288 (MOBILE) AND REQUEST SUCH INSPECTIONS. PLEASE ALLOW APPROPRIATE TIMES FOR INSPECTIONS - CHECK WITH MR. NATE FOR SCHEDULING OF APPOINTMENTS.

- 1 - Bottom of excavation with forms set for footing or flat work **BEFORE** concrete is poured.
- 2 - Drain tile in place and sump pump located **BEFORE** backfilling.
- 3 - Sump pit one inch (1") above finished floor.
- 4 - Electrical, plumbing, heating, and construction rough-in **BEFORE** insulation is installed.
- 5 - Insulation and vapor barrier in place **BEFORE** drywall or wall finish is applied.
- 6 - Final inspection, when project is completed, **BEFORE** a certificate of occupancy will be issued.

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(Signature of owner/builder)

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(Date)